

U.S. Army Corps of Engineers



YOUR JOB

WHAT YOU ARE HIRED TO DO. Your job consists of a group of duties and responsibilities that are assigned by your supervisor and described on a written job description (JD). You will be given a copy of your job description, which covers your main duties and responsibilities; however, it is not meant to be a complete listing of everything you will be called upon to do, nor is it intended to confine your talents or hamper your initiative. Moreover, it does not prevent your supervisor from assigning additional duties or changing present duties. If the job becomes significantly different on a permanent basis, it will be redescribed and a new JD prepared. Likewise, you will ordinarily receive a new JD each time you change jobs or organizations. Your supervisor will explain your duties to you and discuss what is expected of you for satisfactory performance of your duties. Keep your copy of your job description handy for reference. It is useful in describing your duties on future applications for placement and promotion.

YOUR PERFORMANCE RATING. From time to time, your supervisor will discuss your work with you to let you know how you are getting along. In addition, your supervisor is required to make a periodic evaluation of your performance. This is usually done once a year and is called an annual performance rating. Temporary employees are not subject to mandatory, formal performance appraisal procedures unless they occupy a position for 120 days or more. Performance ratings include: how well the job should be done in terms of accuracy, neatness, skill and knowledge; how much can be reasonably expected; and the manner of performance which means such things as cooperativeness, initiative, attendance, dependability and work habits.

Appraisal process. Depending upon your status, you will receive at least one of the following types of formal appraisals each year:

Annual. You will receive an annual appraisal that usually (unless you have had an intervening job change) covers 12 months and never less than 120 days. You will be notified of your annual rating period and of the people who review and approve your appraisal.

Special. If you are on a temporary assignment to an established position (for example, detail or temporary promotion) for more than 120 days, you will receive a special appraisal covering the period of the assignment.

Your written appraisal must be postponed if you have not served 120 days in the position. It may also be postponed under special conditions. For example, it may be postponed if your supervisor is newly assigned (less than 120 days), or if your performance is less than successful and shows evidence of improvement.

Summary Rating Levels. For the Total Army Performance Evaluation System (TAPES) they are: Successful Level 1, Successful Level 2, Successful Level 3, Fair and Unsuccessful. If you disagree with the rating assigned to you and you are unable to resolve the problem with your supervisor, contact the

Civilian Personnel Advisory Center (CPAC).

Amount of Credit for Reduction-in-Force (RIF): An employee is given additional service credit based on the average of the value of the employee's last three (actual and/or assumed) annual performance ratings of record received during the four year period prior to the date of issuance of specific RIF notices.

TYPES OF APPOINTMENTS. Most employees have one of the following appointments:

Career-conditional. An appointment is made, in most cases, by selection from a register of applicants who have passed an examination or received a rating based on education and experience or transferred from another Federal agency. Career-Conditional employees serve a probationary period of one year. During this time the new employee's ability, attitude, and work habits are evaluated to determine suitability for a career in the Federal service. Near the end of this period the supervisor must certify that according to the performance standard of the position you should either be retained in the federal service or separated. If you have a career-conditional appointment, you will become a career employee after three years of satisfactory continuous service, unless this term must be extended as a result of periods of non-pay status. Veterans serving on career-conditional appointments have unlimited reinstatement eligibility. This means that should they leave the Federal service they may be reemployed by a Federal agency without having to be reached again on a Civil Service Register. Non-Veterans serving on career-conditional appointments have reinstatement eligibility for three years after leaving the service.

If you occupy a seasonal position, you may be laid off in periods of slow workload and returned to duty when there is an increase in workload.

Career. This appointment confers permanent Civil Service status. Three years of permanent, continuous, satisfactory Federal service are the requirements.

Temporary. This type of appointment is usually made when there are short-term projects, which require employees for short periods, or budget restraints on permanent hiring. Appointments may be made for one year at a time for a maximum of two years. The type of appointment you have is indicated on your copy of the "Notification of Personnel Action", Standard Form 50, which you should receive shortly after you enter on duty. In general, a temporary appointment does not give an employee Civil Service status, or eligibility for another Federal position. It does, however, give creditable experience that can be utilized when seeking a permanent position.

Term. This is an appointment expected to last longer than one year but which is not of a continuing nature and will terminate upon completion of work. Appointments may be made for any time frame from one year up to a maximum of four years. Term employees, including those appointed on the basis of reinstatement eligibility, must serve a one-year trial period. A Term appointment does not confer competitive status and employees are not eligible for transfer to other agencies. Term employees are eligible for within-grade increases, coverage under the Federal Employees Retirement System (FERS), the Federal Employees Health Benefits (FEHB) Program, and the Federal Employees Group Life Insurance (FEGLI) Program.

Excepted. This is a special type appointment made outside of normal competitive procedures excepted by law, executive order or regulations. Veteran's Readjustment Appointment (VRA) is a commonly used excepted appointing authority. The basic requirement is based upon the individual's eligibility as a

Vietnam Era (5 Aug 64 – 7 May 75) veteran who has completed not more than 16 years of education (except for those with a service connected compensable disability) and who agrees to educational training while working. VRA positions may be any position at or below GS-11 or WG equivalent.

Other exceptions are Student Employment, Attorneys, Physically Disabled and Schedule B. A permanent employee's first year on the appointment is a trial period. Some Student Employment appointments are temporary and do not provide employment benefits, i.e., health or life insurance and retirement coverage.

REDUCTION-IN-FORCE (RIF). Should curtailment in the workload necessitate a reduction in the number of persons employed, every effort will be made to maintain the efficiency of the work force and the morale of employees. As much of the reduction as possible will be accomplished through normal attrition and by assigning surplus employees to vacant positions. The remainder will be accomplished according to the rules established by the Office of Personnel Management. Each employee affected will be given advance notice of a proposed action. Normally, the employee is carried in a work status during the notice period; however, if fiscal conditions make this impossible, the employee will be retained in a work status for a minimum period of 10 working days. Full consideration is given in every case to reassignment of affected employees to other activities of the Corps, or to other Department of Defense installations. Temporary employees have no protection in a RIF; they must be separated before career and career-conditional employee.